



Sathya Sai College

Character Development  *Academic Excellence*

Sathya Sai College is located on the NSW North Coast. We are a non-religious school that teaches a values-based education. We are continuing to build our reputation in the local community: the Primary School is currently operating at capacity and the Secondary School is expanding.

Our educational philosophy is based on integrating the five human values (love, truth, peace, right-conduct and non-violence) into all subject areas. We focus on a holistic education and students are encouraged to pursue both academic excellence and character development. All programs align with the NESA syllabus and in addition to Education in Human Values, we also encourage students to be involved in service and leadership activities.

Our Primary Campus is located in the town of Murwillumbah, a 7-minute drive from our rural Secondary Campus in Dungay. We have so far operated on a single-stream model, with our first double stream year 7 cohort joining us in 2021. The student number at the Primary campus is over 160.

As our school grows, we are seeking staff who embrace our human values focus and to grow with us.

Applications are invited for a

RECEPTIONIST POSITION AT THE PRIMARY CAMPUS, MURWILLUMBAH

Temporary: 12 month contract

Start Date: 24st January 2022

Application closes on: COB 28th November 2021

A position for a School Receptionist has become available at our Primary campus for 5 days a week (1.0 FTE) to man the front desk from 8am to 4pm.

Selection Criteria

- ✓ A strong resonance with the school's core philosophy of education in human values and capable of helping teachers to create a classroom environment in which children are able to achieve their full potential.

- ✓ Well-developed communication and interpersonal skills.

- ✓ Demonstrated capacity to contribute collaboratively and effectively to whole school programs and the school community.

Essential:

- ✓ A current WWCC clearance number submitted as part of the application.
- ✓ Well conversant in using Sentral database.
- ✓ Willingness to implement school policies.
- ✓ Commitment to professional development related to Education in Human Values, as provided by the school.
- ✓ Current First Aid and CPR certificates

Basic guide of duties but not limited to:

- ✓ Submitting attendance through Sentral and following up on non-attendance protocol.
- ✓ Uniform sale and stock.
- ✓ Manning the front desk and attending to calls.
- ✓ Maintaining school calendar on Sentral.
- ✓ Managing meeting diaries for Deputy Principal and BM.
- ✓ First Aid and Medication administration.
- ✓ Needy kids - lunch and crunch.
- ✓ Photocopying where needed.
- ✓ Internal and external communication - phone/emails/verbal/written messages/Sentral.
- ✓ Sending out events descriptions, permission slips and organising bus and other requirements and keeping track of payments for the events.
- ✓ Enrolment & Interview process for new Kindy and other class admissions.
- ✓ Maintenance of student and staff data on Sentral.
- ✓ Organising school photo day and the related work after that.
- ✓ Cash handling.

- ✓ Welcoming visitors and ensuring the signing-in process is followed.
- ✓ Maintaining staff sign in and attendance.
- ✓ Communication with staff who are on bus duties.
- ✓ Following COVID-19 protocol.
- ✓ Computer and IT literate.
- ✓ MYOB experience is desirable.
- ✓ Ad-hoc duties as requested by the Deputy Principal and the BM

The successful candidate will be rewarded as follows:

- ✓ Remuneration in accordance with the Multiple Enterprise Agreement, 2017.
- ✓ Small class sizes
- ✓ Friendly, helpful colleagues

How to apply:

Email a detailed CV and cover letter addressing the Selection Criteria to **businessmanager@sathyasai.nsw.edu.au** on or before the closing date. Please include the details of at least two recent professional references.

Should you have any questions, please contact the school office on 02 66708800. Applicants must be either an Australian citizen or a permanent resident.

CLOSING DATE SUNDAY, 28th NOVEMBER 2021.